

Message Text

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S/S-S - MISS BRAZEAL (INFO)

C - MR. BRANCH

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TO AMEMBASSY LONDON IMMEDIATE

AMEMBASSY THE HAGUE IMMEDIATE

C O N F I D E N T I A L STATE 241659

EXDIS

E.O. 11652: GDS

TAGS: OVIP (DONALDSON, WILLIAM H.)

SUBJECT: VISIT OF UNDER SECRETARY DONALDSON

1. UNDER SECRETARY DONALDSON WILL REMAIN IN LONDON AFTER THE SECRETARY DEPARTS FOR THE MIDDLE EAST ON DECEMBER 13. HE WILL BE IN THE HAGUE DECEMBER 16-18. HE WILL BE ACCOMPANIED BY HIS SPECIAL ASSISTANT, RODERICK M. WRIGHT.

2. COMMUNICATIONS

A. MR. WRIGHT WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT HIM ON IMPORTANT MESSAGES CONCERNING THE UNDER SECRETARY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF MR. WRIGHT AT ALL TIMES.

B. ALL TRAFFIC FROM THE DEPARTMENT FOR THE UNDER SECRETARY
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OR HIS PARTY WILL BE SLUGGED "TOTAS." OUTGOING CABLES TO DEPARTMENT WILL BE SLUGGED "TASTO." ALL TASTO CABLES WILL BE SIGNED DONALDSON AND MUST BE CLEARED BY MR. WRIGHT. LATERAL CABLES SHOULD BE SLUGGED "FOR THE UNDER SECRETARY"

OR "FOR (NAME)."

C. MR. WRIGHT WILL MAKE ALL RPT ALL DISTRIBUTION OF TOTAS/ TASTO TRAFFIC AND OF ALL CABLES FOR THE UNDER SECRETARY'S PARTY. MR. WRIGHT WILL GIVE EMBASSY AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOTAS AND TASTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN UNDER SECRETARY DEPARTS, COMMO SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPT GIVING LAST TOTAS AND TASTO NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING TASTO WITHOUT MR. WRIGHT'S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMCENTER WHICH PERTAINS TO UNDER SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH MR. WRIGHT TO DETERMINE WHETHER CABLE SHOULD BE IN TASTO SERIES. INCOMING TOTAS CABLES SHOULD BE DOUBLE SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES SHOULD BE REPRODUCED ON 8X10-1/2 PAPER.

E. MR. WRIGHT WILL NEED TWO COPIES OF ALL TOTAS CABLES. POSTS SHOULD ALSO SUPPLY MR. WRIGHT WITH LIBERAL DISTRIBUTION OF LATERAL TRAFFIC PARTICULARLY RELATING TO ENERGY AND PETROLEUM MATTERS.

F. SPECIAL SUMMARIES. STARTING WITH THE AFTERNOON OF DECEMBER 13, THE DEPARTMENT WILL SEND TWICE DAILY SPECIAL SUMMARIES FOR THE UNDER SECRETARY. THEY WILL BE CAPTIONED EXDIS, IMMEDIATE PRECEDENCE, AND BE IN THE TOTAS SERIES. THEY WILL BE NUMBERED CONSECUTIVELY AND SHOULD NORMALLY BE RECEIVED BY 0600 AND 1600 EACH DAY. IF NOT RECEIVED BY THIS TIME, COMMUNICATIONS SUPERVISOR SHOULD ON HIS OWN INITIATIVE SEND AN IMMEDIATE SERVICE. THE SPECIAL SUMMARIES SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS. MATS SHOULD BE PROOFED BEFORE REPRODUCTION. RUSH

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<< END OF DOCUMENT >>

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